

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

Service Area II Adult Program Quality Improvement Committee

MINUTES – January 15, 2009

Facilitator – Kimber Salvaggio

Present

Deborah Foulks – DMH UCSP
Denise Greenspan - Hillview
Domingue Eugene - PACS
Dora Escalante - JFS
Emma Caparros – DMH SFMHC
Gail Herrick – DMH UCSP
Irina Ovakinian – DMH SFMHC
Laura Balverde – El Dorado
Leslie DiMascio – SFVCMHC, Inc
Luann Rollens - ECDA
Marina Martin – DMH UCSP
Michelle Logvinsky – Topanga West

Absent

Angela Kahn
Cheryl Driscoll
Deborah Evans
Elizabeth Bower
Jim Randall
Julie Jones
Marlou Joguilon
Marina Geozalyan
Melanie Coleman
Penny Greenblatt

Other(s)

Fatemeh Safavi - DMH
Darrell Scholte – DMH
Hector Garcia – DMH
Michele Renfrow – DMH
Hosun Kwon – APCTC
Julie Powers – Mission Community Hospital

SUBJECT	DISCUSSION	ACTION AGREEMENTS/DECISIONS
<u>RC II PIP</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ 3 PIPs currently <ul style="list-style-type: none"> ○ EPSDT ○ Patient's Rights Provider Logs ○ RC II cohort PIP regarding hospitalizations 	NA
<u>Provider Log</u> (Luanne Rollens)	<u>Provider Log</u> (Luanne Rollens) <ul style="list-style-type: none"> ▪ Discussed Policy and Procedures <ul style="list-style-type: none"> ○ Required to be submitted monthly by providers ▪ Discussed Provider Changes <ul style="list-style-type: none"> ○ Denials 	Will invite Pt's Rights to the next EPC mtg to educate the Exec.e Providers re; the provider logs and to answer questions that came from this discussion.

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<p><u>Website Information Link Sheet</u> (Kimber Salvaggio)</p>	<ul style="list-style-type: none"> ▪ Question by Leslie DiMascio (SFVCMHC, Inc.) <ul style="list-style-type: none"> ○ Do Change of Provider forms need to be submitted if the client is changed to a different provider number within the same clinic/center? <ul style="list-style-type: none"> ▪ Answer: Yes. The form must be sent to Patient's Rights ▪ Question by Michelle Logvinsky (Topanga West Guest Home) <ul style="list-style-type: none"> ○ If a clinic/center is not on the provider list, does the Change of Provider still need to be sent? <ul style="list-style-type: none"> ▪ Answer: Yes ▪ Question by Ken Bachrach (Tarzana Treatment Centers) <ul style="list-style-type: none"> ○ Forms that are to be sent to Kimber, should they be sent via Fax or Email? <ul style="list-style-type: none"> ▪ Answer: Fax ▪ Question by Michelle Logvinsky <ul style="list-style-type: none"> ○ Should previously unsent reports be sent now? <ul style="list-style-type: none"> ▪ Answer: No ▪ Question by Ken Bachrach <ul style="list-style-type: none"> ○ Is it possible to send 1 form as opposed to several, stating that there were no changes with all the reporting units at one clinic/center? <ul style="list-style-type: none"> ▪ Answer: To be followed up on ▪ Question by Luanne Rollens <ul style="list-style-type: none"> ○ What fax number and to whom should the aforementioned faxes be sent? <ul style="list-style-type: none"> ▪ Answer: To be followed up on ▪ Change of Diagnosis Form on-line ▪ Other informational sites 	<p>Contracted and DO clinics to begin using forms ASAP</p>

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<u>Pending Trainings</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ CCCP ▪ COD 	TBA
<u>Client Care Coordination Plan</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ To be presented at the March QIC meeting <ul style="list-style-type: none"> ○ MHS objectives will be annual. 	NA
<u>Quality Assurance Bulletin 08-05</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> • Encouraged all agencies to be conducting Quality Assurance 	NA
<u>Quality Assurance Bulletin 08-03</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ Targeted Case Management Bulletin <ul style="list-style-type: none"> ○ Be sure to read and incorporate. 	NA
<u>Claiming for Services</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ Previously discussed at the Program Manager's Meeting ▪ Explanation of codes. ▪ A request was made that this document be forwarded to everyone 	NA
<u>Survey Response Sheet</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> • Some of the numbers are incorrect <ul style="list-style-type: none"> ▪ 2008 surveys will be used as a baseline. Do not worry about the errors ▪ Survey period will likely decrease to once per year 	Notify Kimber or Vivian of any errors
<u>Electronic Signature Sheet and CCHIT Sheet</u> (Kimber Salvaggio)	<ul style="list-style-type: none"> ▪ Electronic signatures <ul style="list-style-type: none"> ○ Vendor and agency sign-off 	See State Letter

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<p><u>Change of Diagnosis Forms</u> (Kimber Salvaggio)</p> <p><u>COD Forms</u> (Kimber Salvaggio)</p>	<ul style="list-style-type: none"> ▪ Question by Denise Greenspan (Hillview MHC) <ul style="list-style-type: none"> ○ Should all Axis be filled out or just the diagnosis that have changed? <ul style="list-style-type: none"> ▪ Answer: Will follow-up ▪ Providers are not required to use it until everyone is trained on it. ▪ Required forms for directly/contracted agencies were discussed <ul style="list-style-type: none"> ▪ The Adult Initial Assessment will be presented soon <p>Point made by Ken Bacrach that MH633 should read "5oz. or Wine or 1.5oz. of Hard Liquor"</p>	<p>Advised group to fill out the form completely</p>

Respectfully submitted,

Kimber Salvaggio